

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0227047	10. Budget Program Number 29304
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Unclassified	
3. Division Family Services		12. Proposed Class Title Program Administrator for Rehabilitation Services (unclassified)	
4. Section Rehabilitation Services (RS)		13. Allocation	
5. Unit Kansas City Region		14 (a). Effective Date	14 (b). FLSA Code exempt
6. Location (address where employee works) City County		15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM AM To: 5:00 AM/PM PM		17. Position Reviews Date: By:	

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The Program Administrator (PA) for Rehabilitation Services (RS) is the top management position in the DCF regional structure for RS. The PA is responsible to oversee all RS activities in the region including, but not limited to: staff supervision; expenditure oversight and review; process and review spending and policy exceptions; review and oversee provider performance and billing; address client concerns and inquiries; develop corrective action plans for regional and staff performance; collaborate and cooperate with other DCF programs and initiatives; review and act on performance, financial and provider reports regularly; report to the RS director; and, keep regional DCF leadership apprised of activities in RS.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name:</b> Michael Donnelly	<b>Title:</b> Director of Rehabilitation Services	<b>Position Number:</b> K0204642
Who evaluates the work of an incumbent in this position.		
<b>Name:</b> Michael Donnelly	<b>Title:</b> Director of Rehabilitation Services	<b>Position Number:</b> K0204642

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This is a professional position, supervised by the Director of Rehabilitation Services. Work is done independently with monitoring by the Director.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( X ) Loss of life, disruption of operations of a major agency.
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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number each task and indicate percent of time and identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodations. A marginal function is a peripheral, incident or minimal part of the position.

No.	%	E O R M	
			<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> <li>• Comply with the Kansas Rehabilitation Services (KRS) professional conduct expectations.</li> <li>• Demonstrate leadership in carrying out the Kansas Department for Children and Families (DCF) mission, vision and guiding principles, and in communicating these values with peers, customers, partners and the general public.</li> <li>• Demonstrate leadership in carrying out and communicating the goals and priorities of KRS, emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities.</li> <li>• Ensure that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services.</li> <li>• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth.</li> <li>• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency.</li> <li>• Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business.</li> <li>• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity.</li> <li>• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and KRS staff.</li> <li>• Demonstrate a commitment to customer service and collaborative service delivery. The incumbent will work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes; office operations and a productive working relationship with the community.</li> <li>• Work cooperatively with peers, staff, customers, community partners and the general public.</li> </ul>
1.	30	E	<p><b><u>PROGRAM SERVICE COORDINATION:</u></b></p> <ul style="list-style-type: none"> <li>• Provide leadership in the development and management of innovative and effective integrated service delivery strategies for consumers utilizing analysis of client information, trends in case service expenditures, reviewing budget and program issues and utilizing a thorough knowledge of DCF purchasing policies.</li> <li>• Has full responsibility for all Rehabilitation Services delivered in the region including general, transition services for youth, vocational evaluation and assessment, supported education, services for specialty groups such as the blind, deaf, mentally ill, and homemakers.</li> <li>• Demonstrates effective management of communication to resolves special problems, client complaints. When necessary facilitates the flow of communication through recommendations to the Rehabilitation Services Director, DCF Regional Director, and/or DCF Regional Management Team.</li> <li>• Provides technical assistance to diverse public and private complex social service systems.</li> <li>• Identifies gaps in services and recommends strategies to maintain the quality and quantity of services provided. Must possess a thorough knowledge of multiple programs and sub-programs.</li> </ul>
2.	20	E	<p><b><u>MANAGEMENT OF FISCAL RESOURCES:</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for fiscal management of Rehabilitation Services for the DCF Region to assure the needs of clients are being addressed in a fiscally responsible manner.</li> <li>• Facilitates effective use of regional allocations and manages case service funds to assure competitive employment outcomes.</li> <li>• Demonstrates leadership in the development and utilization of additional resources through innovative strategies.</li> <li>• Monitors the order of selection process, when implemented.</li> <li>• Maintains oversight of all purchasing of client equipment to expedite receipt of such and to assure correct purchasing guidelines.</li> <li>• Monitors all grant expenditures and consult with providers to remediate inconsistencies or identified fiscal issues.</li> <li>• Analyzes individual counselors' expenditures to assure effective use of case services funds.</li> <li>• Reviews requests for policy exceptions as specified in the RS policy manual.</li> <li>• Assures that all reasonable accommodations for staff are met.</li> <li>• Provides the Regional Director or the Regional Management Team with documented need for travel funds, equipment, space and other operational needs, and actively participates as a member of the Regional Management Team in developing a regional budget.</li> <li>• Analyzes expenditures to identify specific program trends and aberrations, and addresses and prepares information for the Rehabilitation Services Director and Regional Director.</li> <li>• Provides timely reports on resource allocations, expenditures and fiscal projections.</li> </ul>
3.	20	E	<p><b><u>INTEGRATED SERVICE DELIVERY:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates leadership by fostering a commitment for achieving the agency's mission, vision and guiding principles. Promotes Rehabilitation Services through active community involvement and developing and maintaining positive collaborative relationships with other state or DCF programs and with referral sources and service providers.</li> <li>• Serves as the Rehabilitation Services/DCF representative to various community, regional, or state level groups which deal with employment, disability or management issues.</li> <li>• Collaborates and develops strategies for integrated service delivery with other regional office programs.</li> <li>• Collaborates and develops strategies with public and private stakeholders to effectively implement, maintain, and improve consumer services.</li> <li>• Presents information to public at local, regional, and statewide events.</li> <li>• Develops, implements, and monitors a regional marketing plan.</li> </ul>

No.	%	E O R M	
			<ul style="list-style-type: none"> <li>• Prepares work plans as assigned that may include short- and long-term goals consistent with the agency's mission.</li> <li>• Participates in decision-making and the selection of community based grant awards.</li> <li>• Develops grants and fee -for-service agreements to meet consumer needs.</li> <li>• Monitors and negotiates fee-for-service agreements with all providers.</li> <li>• Facilitates problem resolution and recommends corrective action for grantees not in compliance with contract expectations.</li> <li>• Negotiates with the local community to secure medical/psychological consultants and develops these service contracts.</li> </ul>
4.	15	E	<p><b><u>REHABILITATION SERVICES:</u></b></p> <ul style="list-style-type: none"> <li>• Manages, develops and provides leadership to Rehabilitation Services staff in the regional office in seeing their role in attaining agency goals established through regional or state planning.</li> <li>• Responsible for the management of employee performance including daily supervision, discipline and evaluation of Rehabilitation Services staff in the Region including a Rehabilitation Manager, 11 counselors, 2 Career Development Center staff, and 2 Rehabilitation Teacher, identified support staff and other staff as allocated.</li> <li>• Responsible for managing communication, organization and work allocation and developing a supportive work environment to ensure quality service delivery.</li> <li>• Facilitates, coaches, and mentors staff using management and leadership tools endorsed by DCF.</li> <li>• Recruits and selects professional staff.</li> <li>• Evaluates and reviews staff performance and handles personnel actions in a timely manner.</li> <li>• Jointly develops and monitors individual staff training plans and programs.</li> <li>• Ensures all VR service needs are met, especially the needs of special populations such as the blind, deaf or hard-of hearing, and the mentally ill, and special services such as transition, vocational evaluation/assessment and supported education, through planning and coordination with the Rehabilitation Services Director, DCF Regional Director, and local RS staff.</li> <li>• Serves on personnel selection committees as requested by RS, DCF, and providers.</li> <li>• Analyzes caseload management data from KMIS to address and manage staffing needs and service delivery.</li> <li>• Facilitates problem solving and planning and identification of future needs including professional and program support staffing with the Regional Director and the Regional Management Team.</li> <li>• Reviews outcomes and goal attainment and initiates revisions as necessary.</li> <li>• Communicates goal achievement to the Director of Rehabilitation Services and the Regional Director.</li> </ul>
5.	15	E	<p><b><u>POLICY DEVELOPMENT AND MANAGEMENT:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates leadership through participation in statewide work groups and task forces as assigned by the Director of Rehabilitation Services, to address specific program and policy issues and to propose policy and procedural changes.</li> <li>• Drafts and makes recommendations to the Director on policy.</li> <li>• Responsible for the implementation of multiple program components which include the general rehabilitation program, transition services for youth, independent living (Title I), supported employment, specialized services to the blind, deaf, mentally ill, homemaker services, and career development services.</li> <li>• Manages communication and work performance to insure employees know and understand current agency direction, policy and procedures as outlined in the RS policy and procedure manual.</li> <li>• Demonstrates effective management of communication and organization to ensure that policy changes are implemented, monitored and performed in coordination and in compliance with agency policies, and state and federal laws.</li> </ul> <p>Demonstrates leadership through active participation and partnership as a full member of the SRS Regional Administrative Team in the development and implementation of local DCF management policies.</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Nature of work involves:

- (1.) Meeting the unique service needs of individuals within an SRS region,
- (2.) Develop and allocate resources,
- (3.) Collaborate both internally and externally to develop integrated service strategies to enhance services provided, and
- (4.) Create an atmosphere of innovation and continuous improvement.

If work is improperly or incompletely performed, or supervisory judgment is poor, it could result in significant adverse effects on service provision, internal and external relations, and agency functions.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 (     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

Public Service Executive I	K0056875
Public Service Executive I	K0063268
Human Services Counselor	K0059646
Human Services Counselor	K0054146
Human Services Counselor	K0105535
Human Services Counselor	K0129053
Administrative Specialist	K0050977

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of work involves frequent contact with the public and regular contact with other agency employees. RS Program Administrators have the responsibility of coordinating the provision of rehabilitation services and collaborating both internally and externally.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Work is performed in a modern office environment. There is infrequent contact with hostile clients. Established office policies and procedures, which dictate appropriate response to such situations, should minimize danger to employee.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

All standard modern office equipment including computers and associated hardware/software, state vehicles - daily.

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Leadership ability at the administrative level and any additional education and experience which meets the agency's requirements for the position. Leadership Ability at the Administrator Level: Responsibilities may include planning, organizing, and directing the work of a program.

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

A Master's degree and any combination of the following equal to six (6) years: experience in professional counseling and/or education in counseling, guidance, clinical psychology, or social work. A strong preference may be used for training and experience in the provision of vocational rehabilitation services. Preferred work experience will include demonstrated success in leadership, management and supervision directly related to the delivery of disability and rehabilitation services.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Most of the work is performed in a traditional modem office setting. Ability to communicate orally and in writing with subordinate staff, personnel higher in the chain of command, and various others is a critical feature. Travel is required.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.
- Standard procedures to ensure safety and security are followed and accommodation needs are identified and implemented to insure specific safety and security needs are met for staff and clients with disabilities.

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**PART IV - Signatures**

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Appointing  
Authority

\_\_\_\_\_  
Date